



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16 C , DWARKA, NEW DELHI- 110075

F.NO.: GGSIPU/Dwarka/AR(GA)/Dwk/10-11/04

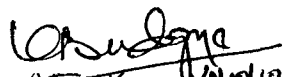
Dated: 4/10/10

Circular

The General Administration branch has already activated in Dwarka campus to look after the Security, Sanitation, and Transportation etc. In continuation of previous orders the following officials deployed in Dwarka has been assigned the duties as under-

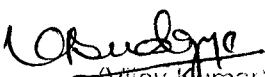
- 1). Ms. Savita Nindrajog - G.A.
 - a. Sanitation Services
 - b. Repair ,maintenance and installation of Furniture/Boards.
 - c. AMC
 - d. Horticulture
 - e. RTI
- 2). Sh. Pupinder Singh, - Jr. Asstt.,
 - a. Security Services
 - b. Transportation and vehicle arrangement services
 - c. Estate Matters
 - d. Canteen Arrangement of Dwarka Campus
- 3). Ms Geeta , - Jr. Asstt.
 - a. Stores
 - b. Central Diary and dispatch
 - c. All typing work of AR-GA
 - d. Maintenance of CL Register.
- 4). Sh. Jugbir Singh - EAPBX Operator
 - a. Telecommunication Services
 - b. Allotment of new telephone connection
 - c. Repair and maintenance of telephone Instrument
 - d. Processing of Telephone bills
- 5). Sh. Om Parkash – Attendant
 - a. Dispatch of Dak
 - b. Hospitality arrangements
 - c. Name Plates & Stamps

All the stated officials will also entrusted with other duties as per requirements.


(Vijay Kumar) 4/10/10
Assistant Registrar(GA)
Dwarka Campus

Copy to:-

- 1) All Deans, Dwarka Campus, GGSIPU, (For information & necessary action please)
- 2) OSD to Vice Chancellor (For information please)
- 3) Sh. A.K.Verma, JR(GA)
- 4) PS to Registrar (For information please)
- 5) Incharge, Server room (to upload this Notice on University Website)
- 6) All Concerned
- 7) All Notice Boards
- 8) Guard File
- 9) Office copy.


(Vijay Kumar)
Assistant Registrar(GA)
Dwarka Campus